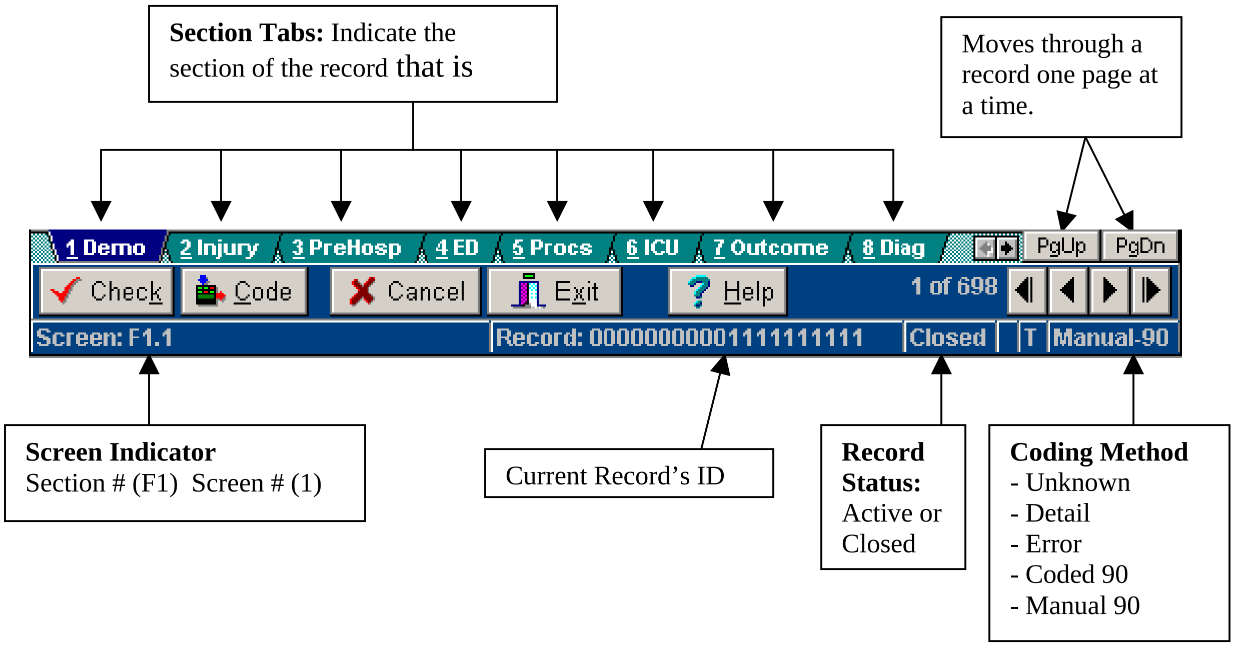
# Washington State Department of Health
## Office of Emergency Medical and Trauma Prevention

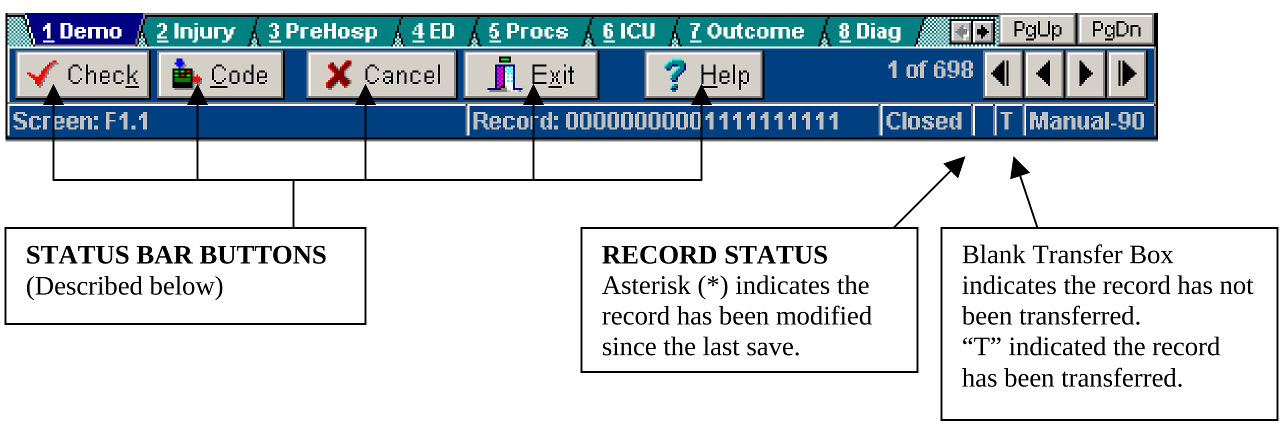
# Collector Basics
# Data Entry

## THE DATA RECORD

### *Record Layout*

Each record is made up of sections, with one or more data entry screens (pages) for each section. The user can move between sections and screens using the mouse or keystrokes. Keystrokes can also be used to move through fields on each data screen.




*<u>Status Bar Buttons</u>*

- **Check –** Performs data checks interactively
- **Code –** Code a record with Tri-Code
- **Cancel –** Exits a record without saving changes
- **Exit –** Exits a record and saves changes
- **Help –** Opens the Help at the data entry level
- **Edit –** Changes from view to modify mode

*Data Entry Tip*

- Try and number records in a logical way
- Keep track of the records you enter (in a separate log)
- Enter only the most accurate data as possible – avoid guessing
- Fill in all required fields (avoid using Unknown)
- Save frequently
- Check each record when finished entering data
- Avoid renumbering records that have already been transferred
- Avoid deleting records unless its absolutely necessary

## CHECKING RECORDS

***Why is it important to Check Records?***

Records in Collector must be checked before they can be put into the "Closed" status and transferred. Checking records verifies that the data is complete and as accurate as possible.

When a field does not pass through the data checks, a message appears, indicating in which field an error has occurred.

***Types of Data Checks***

<u>*Data Completeness*</u>

Verifies that required fields are not left blank.
*Example: "ED DISCHARGE DISPOSITION is required by the State."*

<u>*Range*</u>

Checks for minimum and maximum values to be within predetermined range.
*Example: "SBP is expected to be between 0 and 280."*

<u>*Data Order*</u>

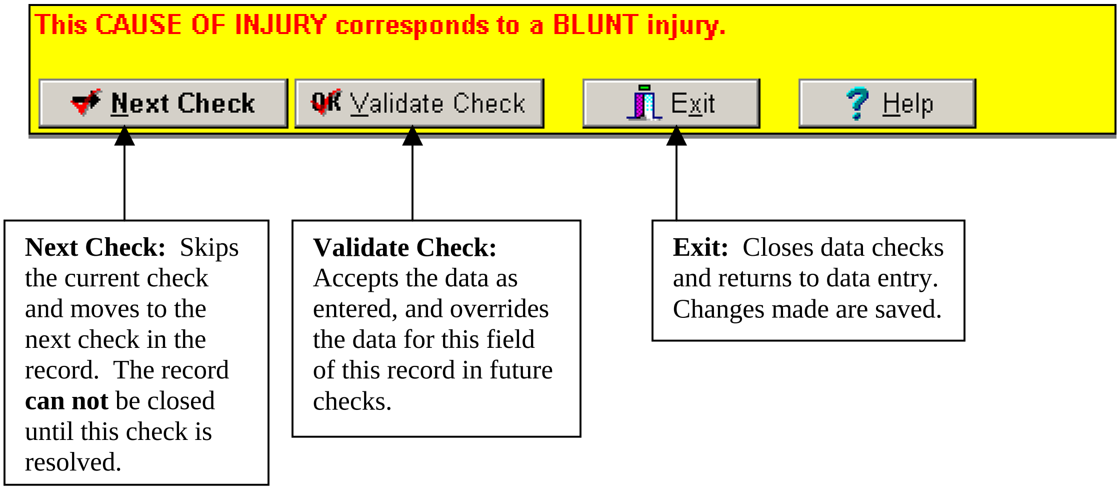
Verifies certain event dates are entered in chronologically.
*Example: "DISCHARGE/DATE DEATH/TIME should follow ED ARRIVAL DATE/TIME."*

<u>*Validity*</u>

Verifies the data in associated fields is appropriate.
*Example: "This CAUSE OF INJURY corresponds to a BLUNT injury."*

### *Check Message Options*

Data checks indicate the data in the field should be reviewed. Users can respond to the check message by editing the data in the field **or** by using one of the Check Options:




*Note: When using the Validate Check option, records still will generate error messages and may be rejected by the State. Avoid using the Validate Check option as much as possible.*

## CLOSING A RECORD

When a record has passed all data checks, it may be marked as "Closed" and ready to transfer to the State. Only close a record once the data entry is complete.

Records that are modified after being closed and transferred are flagged for retransfer to the State.

## TRANSFER

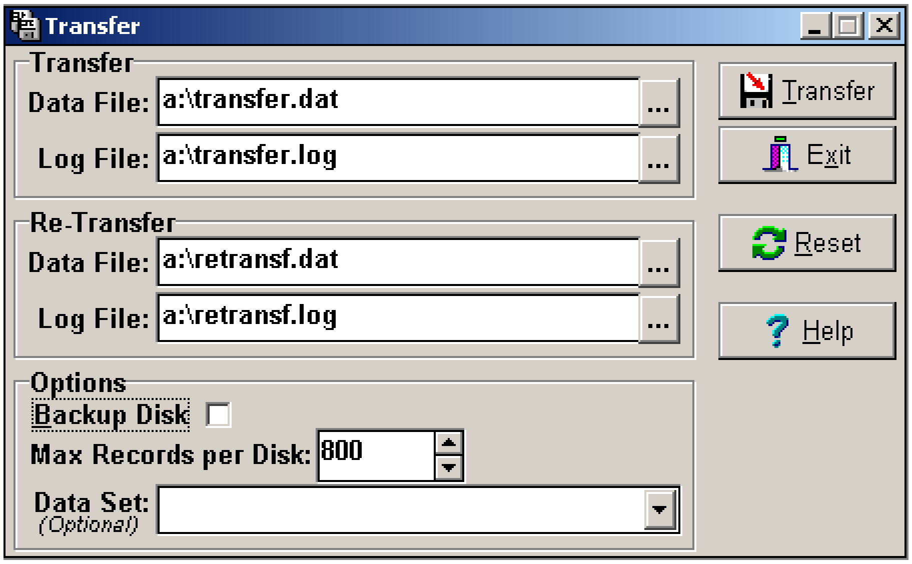
This option generates data files that can be sent to the State. Only closed records are included in the data file. Records that have been modified and closed since the last transfer are included as re-transfers. Two log files are created during the transfer process, which contain a list of the records that have been transferred and/or re-transferred and the date of transfer. The transfer disks will contain the two data files, two log files, disk0001.ID file, transfer.imp (specifies the transfer format), and id_mod.log (a log of records which were modified or deleted from the database). Transfer data will be encrypted in order to maintain the confidentiality of data.

*Note: Once the transfer process has been run, the records that were included in the data file are marked as such and will not be included again unless they are modified and re-closed after the transfer. Therefore, do not immediately repeat the transfer process using the same file names if you do not want your transfer data file to be overwritten with a blank file.*

The State of Washington requires that data be sent on a quarterly basis. This data is due three months after the end of a quarter *(Example: second quarter data is due October 1st).*

Starting the Transfer Process

1. From the title bar, select: *Admin | Transfer*.
2. Specify the Transfer Options (see below).
3. Click Transfer to begin the Transfer process.
4. Then follow the on screen prompts to complete the transfer.




Transfer Options

**Transfer Data File:**
Specify the name of the transfer file that will contain the data to be transferred to the central site. The default name is a:\transfer.dat.

**Transfer Log File:**
Specify the name of the log file that will contain the list of records included in the transfer data file as transfers and the date the file was created. The default name is a:\transfer.log.

**Re-transfer Data File:**
Specify the name of the re-transfer file that will contain the data to be re-transferred to the central site. The default name is a:\retransf.dat.

**Re-transfer Log File:**
Specify the name of the log file that will contain the list of records included in the transfer file as re-transfers and the date the file was created. The default name is a:\retransf.log.

**Backup Disk:**
Use this option to automatically make a backup copy of your transfer disks. An x in the box indicates that the option is enabled. *Note: if you save the data file to the hard drive or send submissions via email, no backup disk is needed.*

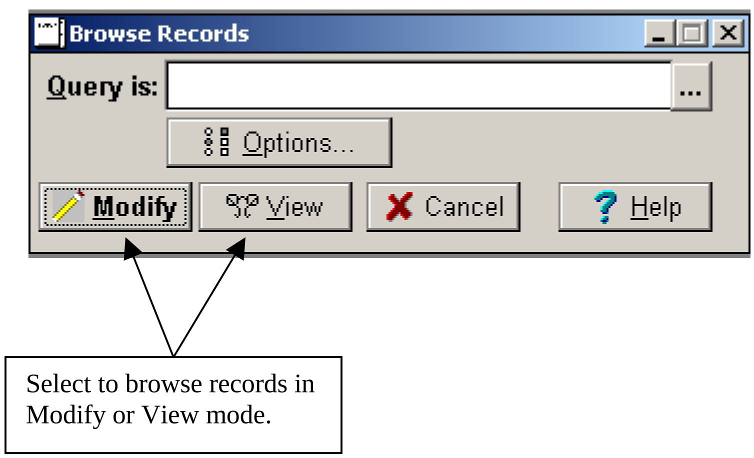
**Max Records per Disk:**
This number determines how many records will be placed on each disk during the transfer process.  The default value is 100.  The maximum number of records per disk depends upon the diskette size and density.  If you transfer more records than the max records per disk number, you will be prompted for a second disk when the first disk has reached that number of records during the transfer.

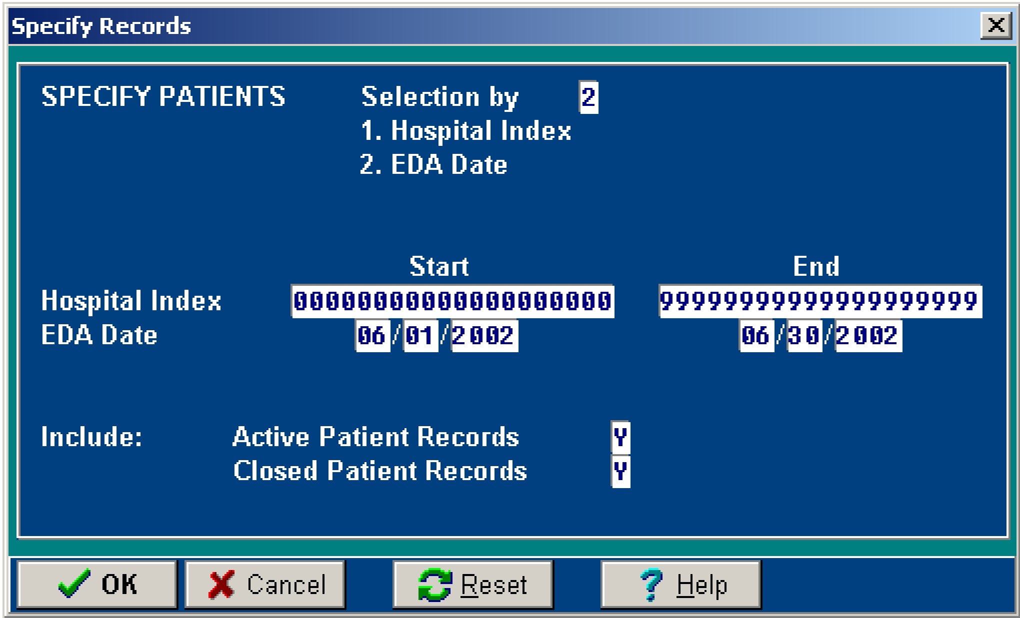
**Data Set:**
Specify the type of data set to be transferred to the central site.  Click the drop down box to access a menu of data sets.

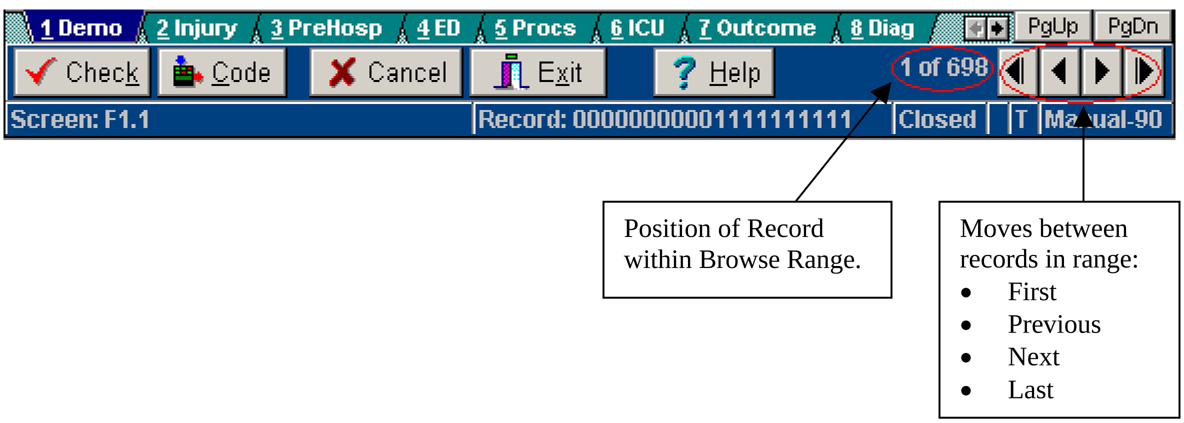
**BROWSING RECORDS**

Collector's Browse feature allows the users to view or modify a specified group of records. Records can be selected using any query methods and/or the options available on the Specify Records screen.  To access the Browse feature, select from the title bar:

Registry | Database | Browse Records






**PREPARING FOR DATA ENTRY**
***Data Entry Defaults***

The data entry fields in Collector can be automatically filled using the Data Entry Defaults user customization feature. Data Entry Defaults:

- Apply to all records added AFTER the default value is entered
- Can be entered for any field
- Can be manually overridden in the record

<u>Setting Up Data Entry Defaults</u>

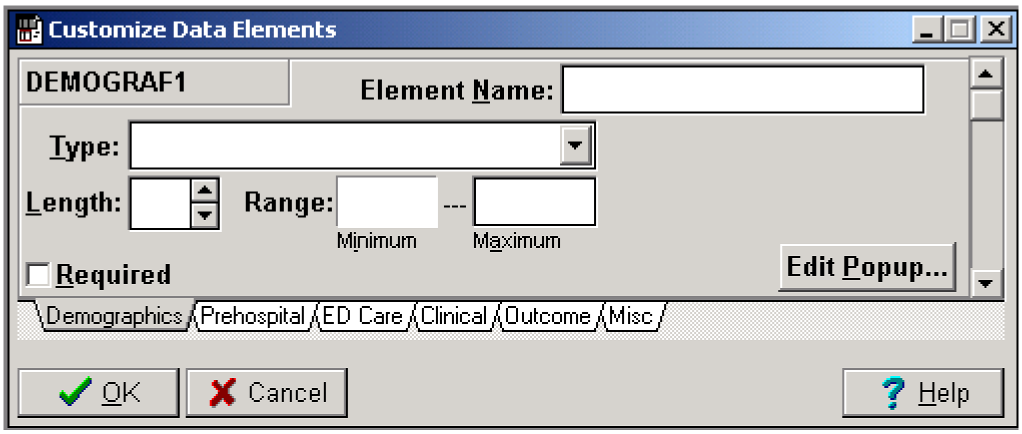
1. From the title bar, select: *Customize | Data Entry Defaults*
2. Enter the default values in the desired fields.
3. Click OK. – You will be prompted to verify that you wish to make the changes.

***User-Defined Elements***

Creating user-defined data elements enables a facility to collect data not normally included in the registry.  This benefits data collection, long term studies or short term analysis.

<u>Setting Up User-Defined Data Elements</u>

1. From the title bar select:  *Customize* | *Data Elements*
2. Select the section of the patient record where the new element will be entered.  (User-defined elements will appear in both new and old records.)
3. Provide a name for the element, 12 characters or less.  No spaces are allowed, but you can use underscores.
4. Define the format of the element (integer, text, etc.).
5. Create and associated Popup menu (see next section for instructions).




***User-Defined Popup Menus***

Users may need to define or modify popup menus for existing data elements as well as user-defined elements.

<u>Edit Popup Menus</u>

1. From the title bar select:  *Customize* | *Popup Menus*
2. Select the section of the record containing the menu.
3. Open the menu and follow the formatting instructions provided (one choice per line).
    a. There are two menu structures for popup menus.
        i. 'choice, description' – Everything before the comma is entered into the record, then leave a space after the comma.  Text that appears after the comma is for display in reports only.
        ii. 'description'
4. Lines ending in a semi-colon are read as comments only, and cannot be selected from the menu.  When creating user-defined menus, the first line should contain the menu title followed by a semi-colon.
5. New choices are normally added to the end of a menu, using the next available number.
6. Run Update 'As Text' definitions after editing menus (*Customize* | *Update 'As Text' Definitions).*